



USAID | BURUNDI

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72069523R00006

ISSUANCE DATE: November 06, 2023

CLOSING DATE/TIME: December 01, 2023/12:00 p.m. (CAT)

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC), Deputy Director Health Team.

Dear Prospective Offerors (Applicants):

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Reid H. Ahl, CM
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO:** 72069523R00006
- 2. ISSUANCE DATE:** November 06, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 01, 2023, 12:00 p.m. noon Central Africa Time (CAT).
- 4. POINT OF CONTACT:** Human Resource Office, email at usaidburundihr@usaid.gov
- 5. POSITION TITLE:** Deputy Director Health Team
- 6. MARKET VALUE:** 68,926,304 to 110,282,094 Burundi Francs equivalent to FSN-12
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Burundi. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five years estimated to start on or about January 1, 2024. Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.
- 8. PLACE OF PERFORMANCE:** Bujumbura, Burundi with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to All Interested CCN (Cooperating Country National) Candidates. Cooperating Country Nationals as defined in AIDAR, Appendix J, Section (1)(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country."
- 10. SECURITY LEVEL REQUIRED:** Facility Access security certificate to be issued by the U.S. Embassy Bujumbura Regional Security Office.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

The Burundi Health Office has a total budget of \$45.9M (and growing) and oversees a robust health portfolio of HIV/AIDS, malaria, family planning/reproductive health, and maternal and child health programming. In addition, the team manages American Rescue Plan Act funds to combat COVID19. USAID Development Assistance Specialist (Deputy Director Health Systems Team), provides strategic, technical, resources and administrative leadership for the management and coordination of the health portfolio.

The USAID Development Assistance Specialist (Deputy Director Health Systems Team, "The Deputy") will report to the Health Team Director, and serve as Acting Director in their absence, including attendance and participation in Development Objective (DO) and Mission meetings. This position has supervisory responsibility for three (3) team members, including AORs/CORs, and provides mentoring and coaching

to the entire Office in the areas of malaria, family planning/nutrition, as well as maternal and child health issues.

The incumbent must have broad technical experience in the areas of health mentioned above and must demonstrate a comprehensive understanding of the Burundi health sector, including knowledge of key stakeholders including the Government of Burundi (GoB). This senior position ensures that the Burundi Health Office has the necessary management and technical expertise to handle and successfully implement the health portfolio.

2. Statement of Duties to be Performed.

This position will provide strategic and technical support to the Health Team Director to ensure that project staff are properly equipped and supported to oversee and manage the health portfolio. The Deputy is responsible for working in a collaborative management structure, facilitating a health portfolio that is smart, connected and results-oriented, and ensuring that staff are effectively oriented, trained and undertaking project and financial management responsibilities in order to improve efficiency, effectiveness and results. The Deputy will also maintain a small technical portfolio (TBD) and provide strategic guidance, program monitoring and support to selected USAID implementing partners as needed.

The Deputy provides strategic and technical support in his/her/their day-to-day management activities. In doing so, the Deputy Director Health Systems Team, is responsible for:

Strategic and Technical guidance

35%

- Work collaboratively with other health/HIV management teams.
- Provide leadership in USAID planning and review of health portfolio; refocusing, as needed, current and future priorities.
- Oversee annual, quarterly and monthly planning for the health team.
- Provides strategic direction and technical input to key USAID governmental and non-governmental partners on their strategies, work plans and monitoring and evaluation.
- Support and facilitate technical staff to identify and employ technical resources in their day-to-day management.
- Facilitate and strengthen USAID's collaborative contribution to the USG health portfolio and national response.
- Identify opportunities and strengthen existing opportunities for integration within the health portfolio and across other DOs including democracy and governance, humanitarian assistance, and economic growth.
- Provide leadership and serve as Acting Health Team Director in absence of the Health Team Director
- Organize and help facilitate team building sessions and retreats.
- Actively participate in and contribute to Mission and team meetings as directed.
- Facilitate implementation of evaluations of program activities in coordination with the Strategic Information and other members of the health team.
- Coordinate the completion of the health implementation plan and operational plan.
- In conjunction with Office of Acquisition and Assistance (OAA) and Program Office (PRO), coordinate activity design and ensure there are no gaps in service.

Management and Supportive Supervision

45%

A key role of the Deputy position will be to provide day to day management of a subunit, including supervision of staff, within the health team.

Coaching/support supervision

- Supervise three (3) technical and administrative staff, which includes development of work objectives, professional development and training plans, complete ad hoc and annual performance reviews.
- Coach and mentor health team members, as needed, in effective project and financial management; work in collaboration with PRO, the Office of Financial Management (OFM) and OAA to develop an orientation and training program for staff who have not yet received C/AOR training or need a refresher; ensure effective coordination and planning with supervisors of other health team members.
- Develop and oversee project planning and monitoring schedule including work plans, quarterly and annual reports, meetings with C/AORs and other staff, integrated field visits.
- Undertake quarterly integrated support supervision with technical and other Mission staff, e.g., OFM and OAA.

Financial management

- Monitor the health budget; work in collaboration with the Budget Specialist to ensure that budgets are up to date; reprogramming is completed; budgetary changes are approved according to the mission order; ensure working group members are informed of minimum and maximum budget expectations for PEPFAR Country Operational Plan (COP), Mission Operational Plan (OP), and Malaria Operational Plan (MOP); coordination with other teams for projects with multiple funding sources.
- Provide technical support to health team members in reviewing, understanding and responding to quarterly accruals and pipeline analysis; ensuring that the health team is prepared and “on the same page” for Mission reviews.

Planning and reporting

- Facilitate team participation in the portfolio review process and products.
- Works with PRO to ensure that staff are informed of new developments and are contributing to or participating as needed.

Technical and Project Management

20%

The Deputy will maintain a small technical portfolio (TBD) to ensure that s/he stays current with the health response in Burundi, including new directions and trends, as well as issues related to project management. In doing so, the Deputy is responsible for:

- Providing substantial input, based on technical and managerial experience, into the planning, design and oversight of USAID health activities at national, district and sub-district levels; planning and reporting process include but are not limited to the PEPFAR Country Operational Plan (COP), the Mission Operational Plan (OP) and Malaria Operational Plan (MOP).
- Providing strategic direction and technical oversight to key USAID governmental and non-governmental partners to ensure that they develop strategies, work plans and targets that

are aligned with USAID goals and objectives. He/she is responsible for undertaking sound project management and will serve as a role model for other health staff.

- Ensuring technical and programmatic synergy within USAID/Burundi supported health activities and between those of government and other development partners by facilitating exchange of technical information and identifying and fostering opportunities for partnership on technical and programmatic activities.
- Participating as a senior USAID/Burundi representative in national level technical, programmatic and policy meetings and consultations related to health with other donors, government officials and implementing partners.
- Drafting talking points, assisting with high level visits (e.g., Congressional, political appointees, senior representatives from USG), developing/updating briefing materials as it relates to the health team.

3. Supervisory Relationship

Works under the general supervision of the Health Team Director. Assignments are made orally and in writing, with a discussion of overall objectives and expected results to be achieved. The supervisor assigns specific tasks, provides suggested approaches to consider and reviews completed reports and assignments. Achievements are regularly reviewed, and feedback provided.

4. Supervisory Controls

This position has supervisory responsibility for three 3 team members: two FSN-11 Project Management Specialists and one FSN-8 Project Management Assistant

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** Masters' degree in public health or related area. Additional education in health promotion, international health, or development, or social sciences from a recognized institution is required.
- Experience:** At least seven (7) years of progressively responsible, professional experience in managing health programs. Of that experience, at least three (3) years with the USG, other multilateral or bi-lateral organizations, and/or NGOs. Increasingly responsible experience in the design, implementation, monitoring and evaluation of health initiatives in developing countries and/or in generalized epidemics. Experience in analyzing health data and translating data into practice.
- Post Entry Training:** On-the-job training will be provided related to USG, USAID and PEPFAR specific procedures, regulations, and methods. Formal AOR/COR training may be required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.
- Language Proficiency:** English and French Level IV both written and spoken, is required.

- e. **Knowledge:** Demonstrated understanding of state-of-the-art health interventions and the current priorities at national and global level. Demonstrated knowledge of the country's development and health program dynamics, particularly the social, economic and cultural determinants and implications of the health interventions in the cooperating country. Demonstrated knowledge of US regulations related to global health programming.
- f. **Skills and Abilities:** Ability to present information, analyses, and recommendations in clear written and oral formats.
- Ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects, to drive high-level performance and outcomes of USAID nutrition programs.
 - Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation.
 - Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.
 - Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
 - Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and helping find consensus to achieve team goals.
 - Excellent computer skills including in Google Drive, gmail, Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.
 - Ability to travel to regions and districts within the host country, up to 20% of the time.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee (TEC) may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The basic eligibility requirements for this position are:

- Authorization to work in Burundi;
- Complete application submitted as outlined in the Section IV;
- Eligible to obtain security certificate for Facility Access;
- Medically cleared to work at USAID/Burundi;
- Willing to travel to work sites and other offices as/when requested.

Any internal applicants who meet the minimum qualifications will be interviewed.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be referred to a TEC. Applications from candidates who do not meet the minimum requirements will not be considered. The TEC will review and score the applications to create a list of applicants to be further evaluated. Short-listed candidates will be evaluated based on information presented in the application, skills test, interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

English Proficiency	Assessed by the TEC*
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Application Review	15 points
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The TEC will review the cover letter, application form, and résumé (or curriculum vitae) assessing the extent education and experience reflect the required job knowledge and skills and abilities (*see II.e. Job Knowledge and II.f. Skills and Abilities*).

Skills Test	25 points
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A skills test will be administered to assess the offerors' related job knowledge and skills to include technical knowledge, standard international development processes, and familiarity with modern office systems.

Interview	60 points
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Interview questions will be intended to explore the offerors' experience, job knowledge, and skills regarding the functional roles of the position. They will also assess the ability of the offeror to work productively and effectively within USAID/Burundi. There will be at least one question regarding the concepts of Diversity, Equity, Inclusion, and Accessibility (DEIA).

**English language proficiency will be assessed throughout the rating process. USAID, a U.S.-based international organization, functions in the English language. The selected candidate must be prepared and capable to achieve Level IV working proficiency in the English language within one year of commencing the assigned duties.*

Total Possible	100 points
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Reference Check	PASS/FAIL
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A "FAIL" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references; e.g., not a single critical comment.

IV. SUBMITTING AN OFFER (APPLYING)

1. Offerors are required to complete and submit by email the below documents in order to be considered:
 - a. Offeror Information for Personal Services Contracts with Individuals, Form AID 309-2 (available on-line);
 - b. A cover letter of no more than 2 pages that describes how the Offeror's qualifications meet position requirements as outlined in II.e. and II.f.;
 - c. Current résumé or curriculum vitae not exceeding four pages;
 - d. Names of three professional references, including at least one current or former supervisor, that have knowledge of the offeror's ability to perform the duties of this position; this information may be included in the cover letter or résumé/CV.
2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Pre-employment Medical Examination
2. Employee Biographical Data sheet
3. Employee Contact form
4. Employee Dependency Report
5. Certificate of Criminal Records

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS (in accordance with the U.S. Embassy Bujumbura Local Compensation Plan):
 - a. Health Insurance
 - b. Variable Contribution Plan (VCP)
 - c. Annual and Sick leave
 - d. Maternity Leave
 - e. Social Security Insurance
2. ALLOWANCES (in accordance with the U.S. Embassy Burundi Local Compensation Plan):
 - a. Housing Allowance
 - b. Transport Allowance
 - c. Family Allowance

VII. TAXES

The Mission emphasizes to its employees that they are obliged to observe all Burundian laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Government of Burundi.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contract clause “General Provisions,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [R497] - Accounting Info: [PEPFAR]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor –

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-01 (PDF 220K)	Applicability of FAR 4.21 to USAID Personal Services Contracts with Individuals Under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management
AAPD 20-08 (PDF 373K)	Leave and Holidays for CCNPSCs and TCNPSCs, including Country Leave for Qualifying Posts for Eligible TCNPSCs – <i>December 20, 2022</i>	Personal Services Contracts
AAPD 06-08 (PDF 35 kb)	AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts – <i>JUNE 23, 2006</i>	Personal Services Contracts

AAPD 03-11 (PDF 277 kb)	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03	Personal Services Contracts
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4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. PSC Ombudsman

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	<i>June 2023</i>
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